



Your First 30 Days: *Calm, Clear, Confident*

A one-page plan to build trust and traction in a new role - without overdoing it.

Start with Clarity

- Listen before you label. Learn the landscape before you change it.
- Align early with your manager on priorities, success measures, and how decisions get made.
- Build credibility through 1–2 meaningful wins that reduce friction or move work forward.

Keep in mind: You're not auditioning every day. You're building relationships and rhythm.

Week 1: Get Oriented and Build Trust

- Meet with your manager to clarify the top priorities and how you will stay aligned (cadence + communication).
- Schedule 6-10 short listen-and-learn conversations (team + key partners).
- Capture themes: what is working, what is stuck, and where you can help quickly.

Weeks 2-3: Align Expectations and Choose Early Wins

- Name your top 3 priorities for the next 30 days (not 10).
- Confirm what is in scope now - and what can wait.
- Pick 1-2 early wins and share your draft plan with your manager in bullets.

Week 4: Deliver and Build Momentum

- Finish (or show clear progress on) your early win(s).
- Communicate progress: what changed, what improved, what is next.
- Ask for feedback: What should I keep doing? What should I adjust?

Listen and Learn Questions

- What should I know coming into this role?
- What is working well that we should protect?
- Where are we getting stuck - and what is causing friction?
- What would make the biggest difference in the next 30-60 days?
- How do you prefer to communicate and make decisions?

Ideas for Early Wins

- Clarify ownership on a process people rely on.
- Unblock a stalled project by getting the right people aligned.
- Improve a meeting or update cadence so decisions move and people stay informed.
- Simplify a workflow, handoff, or tool that is creating frustration.

Day 30 update (to your manager): What I learned | What I delivered | What I recommend next | Where I need support